

*****APPROVED*****

Williamsburg Regional Local Human Rights Committee Minutes

Date of Meeting: August 31, 2011

**Denotes attendance at this meeting*

Committee Members: John Barrett, Vice-Chairperson*
Rita Gregory, Secretary*
James R. Henry, Chairperson*

Office of Human Rights: Reginald Daye, Regional Advocate*
Hillary Zaneveld, Human Rights Advocate*

Program Affiliates: Bacon Street:	Bob Coleman* (Affiliate Program Liaison)
Better Life of Virginia:	Babatunde Talabi* Desire Copes*
Campbell House:	Jacqueline Campbell*
East End Academy IOP & Day Treatment	Ruby Eley*
Family Preservation Services:	Denille Francis*
Neurological Rehabilitation Living Centers:	Melissa Gonzalez *
	Doug Brown
SWRMC Structured Outpatient Behavioral Health Program:	Jana Brultz*
United & Empowered Care:	Marietta Cottingham*
Williamsburg Place:	Patty Cranford*

Call to Order:

Rev. Henry called the meeting to order at 9:00 am at The Williamsburg Conference Center of Sentara-Williamsburg Regional Medical Center.

Closed Meeting: At 9:05 am the committee members approved by unanimous affirmative vote a motion to convene in closed session per Virginia Code 2.2-3711(A)(1): Personnel and (A)(4): For the protection of the privacy of individuals in personal matters not related to public business, namely for the purpose of to discuss, consider, and interviewing a prospective candidate for membership on this committee pursuant to the regulations.

Open Meeting Reconvened: The committee reconvened in open meeting at 9:45am, each member certifying that, to the best of each member's knowledge, only private business matters, lawfully exempted from statutory open meeting requirements and identified in the motion by which the closed meeting was convened, were considered in the closed meeting.

The committee reported out in open meeting that the chair will forward a recommendation by the committee for the appointment of the candidate to the State Human Rights Committee.

Approval of Minutes: *The April 13, 2011 committee minutes were unanimously approved, as amended.*

Public Comment Period: There was no public comment.

Annual Affiliate Program Cooperative Agreements: The program representatives submitted their signed agreements to Rev. Henry for his signature. *Mr Daye requested that the programs send him the original by U.S. Mail after making a copy for themselves.*

Development of Subcommittees and Appointment of Subcommittee Members: The State Human Rights Committee approved the amendment to this committee's bylaws that was passed and then submitted after the last meeting. *The LHRC members unanimously approved a motion to allow the Chairperson to develop and to appoint 2-person subcommittees from the membership, as per the new committee bylaws.*

Affiliate Program Reports:

Bacon Street

Number of Clients: 130

Staff to Client Ratio: 1:30

Program Changes: None

New Programs: None

Administrative Changes: None

Policy Changes: None

Handbook Changes: None

Number of Complaint or Abuse Cases: None.

Use of Restraints or Seclusion: None

Information/Action on Prior Cases: None

Licensure or Human Rights Reviews: None.

Better Life of Virginia

Number of Clients: 4

Staff to Client Ratio: 1:3

Program Changes: None

New Programs: None

Administrative Changes: None

Policy Changes: None

Handbook Changes: None

Number of Complaint or Abuse Cases: None

Use of Restraints or Seclusion: None

Information/Action on Prior Cases: None

Licensure or Human Rights Reviews: None

Campbell House

Number of Clients: 0

Staff to Client Ratio: NA

Program Changes: None

New Programs: None

Administrative Changes: None

Policy Changes: None

Handbook Changes: None

Number of Complaint or Abuse Cases: None

Use of Restraints or Seclusion: None

Licensure or Human Rights Reviews: None.

East End Academy Intensive Outpatient/Day Treatment Program

Number of Clients: 75

Staff to Client Ratio: 1:6

Program Changes: None

New Programs: None

Administrative Changes: None

Policy Changes: The Behavioral Management Plan is presented for approval today. *(See Discussion items, in which the committee unanimously approved the Behavioral Management Plan, but made recommendations to, and delayed approval of the Rules of Conduct's Point System, until the next meeting. The committee members request that these changes be mailed to them before the next meeting.)*

Handbook Changes: None

Number of Complaint or Abuse Cases: One, under investigation, to be reviewed at the next meeting.

Use of Restraints or Seclusion: One

Licensure or Human Rights Reviews: The program has received a Letter of Good Standing from a licensing review, but has not received the corrective action plan. *(See Discussion Items, in which the committee members request an overview of the licensure visit and any citations at the next meeting.)*

Family Preservation Services

Number of Clients: 77

Staff to Client Ratio: 1:3.6

Program Changes: None

New Programs: None

Administrative Changes: None

Policy Changes: None

Handbook Changes: None.

Number of Complaint or Abuse Cases: None

Use of Restraints or Seclusion: None

Information/Action on Prior Cases: None

Licensure or Human Rights Reviews: None.

Neurological Rehabilitation Living Center

Number of Clients: 9

Staff to Client Ratio: 1:2/3

Program Changes: None

New Programs: None

Administrative Changes: None

Policy Changes: None.

Handbook Changes: None

Number of Complaint or Abuse Cases: One, unfounded. *(See Closed Session, in which the committee made no recommendations.)*

Use of Restraints or Seclusion: None

Information/Action on Prior Cases: None

Licensure or Human Rights Reviews: One year day program license received

Sentara-Williamsburg RMC Structured Outpatient Behavioral Health Program

Number of Clients: 30

Staff to Client Ratio: 1:8

Program Changes: None

New Programs: 0

Administrative Changes: None.

Policy Changes: None

Handbook Changes: None

Number of Complaint or Abuse Cases: None
Use of Restraints or Seclusion: None
Licensure or Human Rights Reviews: None.

United and Empowered Care

Number of Clients: Day Support: 9, Residential: 8
Staff to Client Ratio: 1:2: 1:3
Program Changes: None
New Programs: None
Administrative Changes: None
Policy Changes: None
Handbook Changes: None
Number of Complaint or Abuse Cases: None
Use of Restraints or Seclusion: None
Information/Action on Prior Cases: None
Licensure or Human Rights Reviews: June 30, 2011 Licensure Review by Barry Lee for annual review:
No citations.

Williamsburg Place

Number of Clients: 54
Staff to Client Ratio: 1:7
Program Changes: None
New Programs: None
Administrative Changes: New Chief Operating Nurse: Mindy Armstrong. New Clinical Director: Stacey Johnson.
Policy Changes: None
Handbook Changes: None
Number of Complaint or Abuse Cases: Three, closed. (*See Closed Session, in which the LHRC made no recommendations.*)
Use of Restraints or Seclusion: None
Information/Action on Prior Cases: None.
Licensure or Human Rights Reviews: None

Discussion Items:

Request for Approval of Behavioral Management Plan and Rules of Conduct of East

End Academy: *The committee members unanimously approved the Behavioral Management Plan, but made recommendations to, and delayed approval of the Rules of Conduct's Point System, until the next meeting. The committee members request that these changes be mailed to them before the next meeting.*

OHR Advocate's Report and Training:

Mr. Daye introduced Ms. Zaneveld, the new Human Rights Advocate, to the committee. Ms. Zaneveld presented training on the new Quarterly and Annual Reporting Forms. The first annual report will be only for July 1, 2011 through December 31, 2011. It is suggested that the Quarterly Reports be attached to the Annual Reports as supportive documentation. Annual Reports are to contain cumulative numbers for the reporting period/year.

The LHRC members and Mr. Daye request that the affiliate programs mail their quarterly reports to the committee members and Mr. Daye two (2) weeks prior to the next quarterly meeting.

Mr. Daye reviewed the Bylaws and Cooperative Agreement that was approved at the last SHRC meeting. Mr. Daye discussed the Bylaws allowing for a 2 member subcommittee, but the LHRC must vote to give Chair the authority to set up the 2 member subcommittee. Mr. Daye recommended a “floating” or “rotating” committee of 2 members.

Mr. Daye reviewed the recent memo by Les Saltzberg, Director Office of Licensing and Margaret Walsh, Director Office of Human Rights regarding expanding a service that is already licensed. The program no longer has to request affiliation but a letter must be sent notifying the LHRC, The Office of Human Rights and Licensure of the expansion of services. This would still be presented at the next LHRC meeting but affiliation does not have to be requested.

Mr. Daye reviewed the existing process for adding a new service not yet licensed.

Freedom of Information Act Training was completed with committee members by Ms. Zaneveld.

Program Presentation: Ms. Copes of Better Life of Virginia provided the program presentation.

Closed Meeting: At 10:16 am the committee members went into closed session per Virginia Code 2.2-3711(A)(1): Personnel and (A)(4): for the protection of the privacy of individuals in personal matters not related to public business, namely for the purpose of reviewing four complaints, three at **Williamsburg Place** and one at **Neurological Rehabilitation Living Center** pursuant to the regulations.

Open Meeting Reconvened: The committee reconvened in open meeting at 11:45, each member certifying that, to the best of each member’s knowledge, only private business matters lawfully exempted from statutory open meeting requirements and identified in the motion by which the closed meeting was convened, were considered in the closed meeting.

The committee reported out in open meeting no recommendations.

Adjournment: Rev. Henry adjourned the meeting, with the membership’s approval, at 11:50 am.

Next Regularly Scheduled Meeting:

Wednesday October 12, 2011, 9:00 am at The Williamsburg Conference Room, Sentara-Williamsburg Regional Medical Center, 100 Sentara Circle, Williamsburg, VA 23188.

Submitted by:

Approved by:

Robert E. Coleman, Recorder
Affiliate Program Liaison & Support

Rita Gregory
LHRC Committee Secretary